



## June 2010 - Module and Events Calendar

130 South Arthur Street • Spokane WA 99202 • 509-532-3120

For more information visit WorkSource Spokane's own web site: [www.workspokane.org](http://www.workspokane.org)

OFFERED  
EVERY  
MONDAY  
IN  
**JUNE**

OFFERED  
EVERY  
Tuesday  
IN  
**JUNE**

OFFERED  
EVERY  
WEDNESDAY  
IN  
**JUNE**

OFFERED  
EVERY  
Thursday  
IN  
**JUNE**

OFFERED  
TWO  
Fridays  
IN  
**JUNE**

7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>

1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup>

2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup>

3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>

11<sup>th</sup>, 25<sup>th</sup>

<p><b>* Module 2</b> <b>Skills and Abilities</b> <b>Analysis Workshop</b> 1:15- 4:15 Computer Lab A 1<sup>st</sup> Floor (seating for 30 only)</p> <p><b>No class on Monday,</b> <b>June 21<sup>st</sup></b></p> <p><b><u>Training Benefits</u></b> <b><u>Orientation</u></b> 2:00 – 4:00 Sequoia Room 1<sup>st</sup> Floor</p>	<p><b><u>Re-Entry</u></b> <b><u>Orientation</u></b> 10:00 – 11:30 Sequoia Room 1<sup>st</sup> Floor</p> <p><b>* Module 4</b> <b>Perfecting</b> <b>Applications Workshop</b> 1:15 – 4:15 Sequoia Room 1<sup>st</sup> Floor</p> <p><b><u>DVR Program</u></b> <b><u>Orientation</u></b> 1:30 – 2:30 Evergreen Room 2<sup>nd</sup> Floor</p>	<p><b>* Module 6</b> <b>Interviewing</b> <b>Techniques Workshop</b> 1:15 – 4:15 Sequoia Room 1<sup>st</sup> Floor</p> <p><b>* Introduction</b> <b>to Computers</b> 1:30 – 4:00 Computer Lab A 1<sup>st</sup> Floor (seating for 30 only)</p> <p><b>No class on</b> <b>Wednesday,</b> <b>June 23<sup>rd</sup></b></p>	<p><b>* Module 5</b> <b>Effective Resumes &amp;</b> <b>Cover Letters Workshop</b> 1:15 – 4:15 Sequoia Room 1<sup>st</sup> Floor</p> <p><b><u>Veterans Orientation</u></b> 1:15 – 4:30 Computer Lab B 1<sup>st</sup> Floor (seating for 12 only)</p>	<p><b><u>Work Search</u></b> <b><u>Computer Based</u></b> <b><u>Assessment</u></b> 9:00 – 11:00 Computer Lab B 1<sup>st</sup> Floor (seating for 12 only)</p> <p><b>Offered only</b> <b>Friday, June 11<sup>th</sup></b> <b>and Friday,</b> <b>June 25<sup>th</sup></b></p>
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**\*MODULE 2: SKILLS and ABILITIES ANALYSIS WORKSHOP** - Learning objectives: utilize a computer program to identify your interests and compatible work environments; identify transferable/basic job skills; create a "One-Minute Commercial" using your skills and interests. (*Basic computer skills recommended, seating for 30 only*)

**\*MODULE 4 PERFECTING APPLICATIONS WORKSHOP** - Learning objectives: learn the basic rules for completing applications; complete a master application; learn how to submit an electronic application.

**\*MODULE 5 EFFECTIVE RESUMES and COVER LETTERS WORKSHOP** - Learning objectives: learn how to create a cover letter; prepare a resume worksheet.

**\*MODULE 6 INTERVIEWING TECHNIQUES WORKSHOP** - Learning objectives: learn what employers expect from an interview; prepare effective, impressive answers to frequently asked questions; improve your interviewing skills.

#### **\*INTRODUCTION TO COMPUTERS**

Designed for beginners to gain confidence and the ability to use WorkSource Spokane's computers. Oriented to entry level & refresher training: teaches how to use the mouse, toolbars, copy, paste, resize windows, and the basics of using the Internet. This course does not teach Microsoft programs. Class is taught by instructors from New Horizons Computer Learning Center.

\*If you are collecting Unemployment Insurance benefits, this activity counts as one in-person job search activity on your job search log.

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#### **DIVISION of VOCATIONAL REHABILITATION ORIENTATION (DVR)**

DVR works with people with disabilities who want to work but face a substantial barrier to finding or keeping a job. We provide individualized employment services, training and counseling to people with disabilities. At the orientation you will learn more about the services we offer and eligibility criteria.

#### **RE-ENTRY ORIENTATION**

Orientation is designed to assist those released from a correctional facility with job referrals, familiarity with the Go2WorkSource.com website, training information, community service resources, resume upgrades, questions regarding work history, employment applications, interviews, acquiring a driver's license, background checks, bonding and the Work Opportunities Tax Credit.

#### **TRAINING BENEFITS ORIENTATION (TB)**

Orientation is designed to provide information regarding your possible eligibility for Training Benefits, plus inform you of the tools necessary to complete the Training Benefits Application. Topics include but are not limited to qualifying criteria, timeline, eligible programs/providers, decline/demand occupations and personal financial analysis. TB may extend your UI benefits and waive your work search requirements. TB DOES NOT PAY FOR TUITION, BOOKS, FEES OR EXPENSES.

#### **VETERANS ORIENTATION**

Our Veteran's Orientation is a comprehensive and in-depth approach that provides employment and training related information for Veterans and eligible persons. Topics include but are not limited to job search, job referral and placement, priority and Veterans preference. Veterans and eligible persons will discover all of the services and resources that are available as they begin their search for employment.

#### **WORK SEARCH COMPUTER BASED ASSESSMENT**

Computer Based Assessment for Mature Workers. This new assessment tool will allow you to explore your skills, abilities and interests as well as test yourself on your job abilities and receive training. This assessment tool also has an internet job search feature. (*Must have basic computer skills and current email address BEFORE class*). Seating for 12 only.

April 26, 2010

"WorkSource is an equal-opportunity partnership of organizations that provide employment and training services. Auxiliary aids and services are available upon request to people with disabilities."

TTY 509-532-3084